



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

March 1, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-40

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Rate increase for the following Vendors products:
American Heritage Life (30006) Cancer policies
American Public Life (30008) Cancer policies
Colonial Life & Accident (30013) Cancer policies

American Heritage Life (30006), American Public Life (30008) and Colonial Life & Accident (30013) will be implementing an across the board rate increase effective July 1, 2004 for the above policies. By March 22, 2004, these vendors will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amounts and the increased amounts. At the same time, letters will be mailed from these vendors to the employees affected notifying them of this change. Included with the letter will be a new Payroll Deduction Authorization Form (SED-4) with the new rates.

Employees who accept the increase must sign the forms and send them back to the appropriate vendor by May 10, 2004. American Heritage Life, American Public Life and Colonial will forward a signed copy of the SED-4 form to the payroll office by June 1, 2004 to be entered. Agencies should have all deduction changes entered for the July 9, 2004 payday. Employees who do not submit the signed SED-4 by the May 10th deadline will have their policies canceled upon notice from these vendors, effective July 1, 2004.

American Heritage Life, American Public Life and Colonial Life & Accident will prepare and send a list of employees who did not agree to the increased rates (did not sign the new payroll authorization form) to the payroll offices by June 7, 2004. The list will include the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage has been canceled effective July 1, 2004. **There is no employee signature required on these SED-4's. Cancellations must be entered in eEnrollment by the pay period end date of June 20, 2004 to avoid refunds after the plan year has begun, and rate increases must be entered in eEnrollment by July 4, 2004 to avoid one times after the plan year has begun.**

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If you have any questions about the rate increase, please contact the following coordinators for the vendors listed below:

Craig Hensley, Coordinator for American Heritage Life (877) 417-2063
Doug Johnson, Coordinator for American Public Life (800) 256-8606 ext. 218
Belinda Maffei, Coordinator for Colonial Life & Accident (800) 845-7330 ext. 5631

Any other questions should be directed to Angela Woods at (225) 342-5345.

JWC:ASW:kmb

c: Ray Harrison, Office of Group Benefits
Craig Hensley, American Heritage Life
Doug Johnson, American Public Life
Belinda Maffei, Colonial Life & Accident